

REQUEST FOR PROPOSAL

Cost-per-image Agreement for Copying and Printing Services

Quitman Consolidated School District
104 East Franklin Street
Quitman, MS 39355

Contact: Elisa Mayo
Telephone: 601-776-2186, ext 1014
E-mail: emayo@qsd12.org
District URL: <http://www.quitmanschools.org>

INVITATION FOR BIDS
**Cost-per-image Agreement for Copying and
Printing Services For**

Quitman Consolidated School District

Vendors:

The Quitman Consolidated School District (“District”) is soliciting bids for certain managed print services pursuant to a **“Cost-per-Image” Agreement for Copying and Printing Services**. Elisa Mayo, Quitman School District Finance Director is acting as the bidding coordinator (the “Bidding Coordinator”) for the District.

The bids will be received in the Central Office of the Quitman Consolidated School District located at **104 East Franklin Street, Quitman, MS 39355 until 10:00 AM on April 19, 2022.**

For mailed bids, the following address should be used:

Quitman School District
RFP: Cost-per-Image Agreement for Copying and Printing Services
Attn: Elisa Mayo, Finance Director
104 East Franklin Street
Quitman, MS 39355

Each vendor must notify the Bidding Coordinator of its intention to respond to the bid in order to be sure it receives any amendments and or “Vendor Q&A” additions and responses. A bid must be submitted to the Bidding Coordinator in a **SEALED** envelope that is clearly marked on the outside of the envelope **“Cost-per-Image Agreement for Copying and Printing Services”**.

NOTE: It is the respondent’s responsibility to see that its bid is received by the Bidding Office at the aforesaid address prior to the bid opening date and time. Each bidder is responsible for all costs incurred in preparing and delivering its bid.

Revisions:

The District will be the sole determinants of whether any revisions/addenda should be issued as a result of any question or other matters, and may extend the bid deadline, if in the District’s judgment such information significantly amends this solicitation, or makes compliance with the original proposed due date impractical. All properly received bids will be opened at 104 East Franklin Street, Quitman, MS 39355 on the date and at the time stated above and will be read to the public. An evaluation of the bids will be conducted after the opening and submitted to each District’s Board of Education or Trustees for approval when the evaluations are complete. The

District reserves the right to reject any and all bids received for any reason, to waive any bid informality and to negotiate further with any bidder.

If it becomes necessary to revise any part of this Invitation For Bid, specifications and related documents prior to the assigned return date, the Bidding Coordinator will send the revision via email to all parties to whom the Bidding Agent has sent the Invitation for Bids and related documents. Vendors must adhere to the due date for Invitation For Bid/Questions listed on the Invitation For Bid Schedule of Events.

Sincerely,

Elisa Mayo – Quitman Consolidated School District
Business Manager of the District

(Remainder of page intentionally left blank.)

Bid Cover Sheet

Board of Trustees
Quitman Consolidated School District
104 East Franklin Street
Quitman, MS 39355

School Board Members:

Having examined the specifications outlined on the attached pages, the undersigned firm agrees to furnish and deliver items and provide services according to your specifications and instructions at the indicated prices. The undersigned firm understands and accepts the instructions and conditions under which this bid is being submitted.

This bid consists of this Bid Cover Sheet, a Bid Vendor Pricing Form, General Conditions/Specifications, Detailed Specifications, and Invitation For Bid Forms all of which are attached to this Bid Cover Sheet. The undersigned understands that a company officer's signature is required on each form, and unless this has been done, the firm's bid may be considered incomplete and therefore rejected. Also, included is a list of commercial references and other required information.

FIRM: _____

BY: _____

ADDRESS: _____

TITLE: _____

STATE: _____

TELEPHONE: _____

DATE: _____

CELL PHONE: _____

EMAIL: _____

GENERAL CONDITIONS/SPECIFICATIONS

The Quitman Consolidated School District ("District") is soliciting bids for certain managed print services pursuant to a "Cost-per-Image" Agreement for Copying and Printing Services (the "Agreement"). Elisa Mayo, Finance Director, is acting as the bidding coordinator (the "Bidding Coordinator") for the District.

The "District" will receive sealed bids in the Central Office of the Quitman Consolidated School District, 104 East Franklin Street, Quitman, MS 39355, until 10:00 AM on April 19, 2022. Bid opening will take place at 10:30 AM on April 19, 2022.

The contact for Invitation For Bid (IFB) specifics is Elisa Mayo, emayo@qsd12.org, Quitman Consolidated School District, (601) 776-2186, extension 1014.

The bids will be opened in the Central Office of Quitman Consolidated School District at the address and on the date and time noted above. All bids must be submitted to this address and contact person on or before the aforesaid deadline time and date. Envelopes containing bids must be plainly marked "**Cost-Per-Image Agreement for Copying and Printing Services**", along with the name and address of the bidder. Any notations appearing on the outside of an envelope containing a sealed bid that purport to amend the bid in any manner will not be considered.

Once submitted, a bid may not be withdrawn for a period of forty-five (45) days following the scheduled opening date.

The District reserves the following rights:

- 1) To appoint or authorize a person or persons to evaluate bids and make decisions on matters pertaining to bids received.
- 2) To reject any and/or all bids and to waive any informalities.
- 3) To adjust quantities of supplies or services involved under any item in accordance with the unit price submitted as part of the bid.
- 4) To determine the lowest and best bid submitted by a qualified vendor.

Bidders must be licensed to do business in the State of Mississippi. A non-resident bidder domiciled in a state having laws granting preference to local vendors must be awarded Mississippi contracts only on the same basis as the non-resident bidder's state awards contracts to Mississippi vendors. Mississippi vendors will be granted preferences over non-resident vendors in the awarding of public contracts in the same manner and to the same extent as provided by the laws of the state of domicile of the non-resident vendor. When a non-resident vendor submits a bid, the vendor must attach to the bid a copy of its resident

state's current law pertaining to such state's treatment of non-resident vendors. The non-resident vendor must also attach to its bid evidence of its state of incorporation and principal place of business and a certificate of good standing evidencing that the vendor is qualified by the Mississippi Secretary of State to do business in Mississippi.

PRICES

Prices must be shown on the attached Vendor Pricing Form supplied for this purpose. All bids must be FIRM PRICES, free of any escalator clauses. Prices must include any taxes. The District will furnish tax-exemption certificates for State and Federal taxes where applicable.

BILLING

See Section IV of Terms and Conditions for billing instructions. Payment will not be made for services that have not been rendered.

SOURCE OF VENDOR FINANCING

Any source(s) that a potential vendor utilizes financially to fund the Agreement must be completely transparent to the District. The District will have no communication or accept any communication from any third party, including any entity providing financing for a vendor, during the vendor's bid preparation or during the term of the Cost-Per-Image Agreement for Copying and Printing Services. The District will not sign or be a party to any third-party financing agreements, and the vendor will remain responsible to the District in all respects under the Agreement.

VENDOR REQUIREMENTS

The successful vendor must provide, among other things, the following:

- (a) Equipment and service to the District required for the vendor to fulfill its obligations under the Agreement;
- (b) 4-hour response time for service and one-hour response time by the vendor under the Agreement;
- (c) A project manager for the installation of equipment who will oversee all aspects of the installation under the Agreement from start to finish, including connectivity and training. The project manager will work hand in hand with a designated District contact on a continual basis (working hours) until the District deems that the installation is complete. **To be clear, it is mandatory that the installation be conducted in continuous days, without interruption, start to finish until all products and services required by the Agreement are in place and operational in the District;**
- (d) Remote monitoring of all networked placements for the purpose of supply replenishment, maintenance, and service under the Agreement;
- (e) Maintain minimum insurance requirements listed in Section II and provide the District with a current certificate of insurance at all times throughout the entirety of the Agreement term.

LIQUIDATED DAMAGES

The vendor must acknowledge that the equipment required by the Agreement must be completely installed and operational in the District by June 30, 2022. The vendor must agree to pay liquidated damages in the amount of \$100 per day per school in the District where the equipment is not completely installed and operational by the stated date. The liquidated damages will continue to accrue for each school until all the equipment is completely installed and operational at that school. Any liquidated damages will not be imposed as a penalty, but will constitute the parties' estimate of the damages that will result to the District if the foregoing deadline is not met. The Agreement entered into with the successful vendor will contain the liquidated damages provision described in this IFB.

VENDOR

Vendor must perform the following duties:

- (a) employ only persons skilled in the performance of the services required under the Agreement;
- (b) screen each employee by requiring reasonably satisfactory character references before hiring;
- (c) furnish each employee with a form of identification showing the name of the employee and clearly showing that he is an employee of the Vendor;
- (d) direct its employees to be neatly attired during the performance of the services hereunder;
- (e) insure no smoking, drug or alcohol use, interactions with students, foul language, yelling or fighting will be permitted on the District's properties;
- (f) comply with and inform its employees of safety and health requirements necessary to comply with the 1970 Williams-Steiger Occupational Safety and Health Act (OSHA);
- (g) designate a supervisor who will be instructed to check the quality of services provided by Vendor employees in performing the Agreement;
- (h) comply with the Immigration Reform and Control Act of 1986, Mississippi Employment Protection Act (Senate Bill No. 2988) of 2008, and any other applicable state and federal laws;
- (i) maintain a license to do business in the State of Mississippi;
- (j) be responsible for bodily injury and/or property damage caused as a result of services provided or equipment installed.

DAMAGE CAUSED BY SUCCESSFUL BIDDER

The District will hold the successful bidder responsible for bodily injuries and damage caused to individuals or the buildings or assets of the District under all conditions.

Agreed to:

FIRM _____
 BY _____
 TITLE _____

Quitman Consolidated School District

Cost-per-Image Agreement for Copying and Printing Services

Detailed Specifications

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Section I

Definitions

Addendum: A written instrument, issued solely by the Bidding Coordinator, acting on behalf of the District that details amendments, changes or clarifications to the specifications and terms and conditions of this IFB. Such written instruments shall be the sole method employed by the District to amend, change or clarify this IFB, and any claims (from whatever source) that verbal amendments, changes or clarifications have been made will be summarily rejected by the District.

Agreement, Contract or Purchase Order: An Agreement, in substantially the form hereto as Section IX, will be entered into by the District and the winning bidder as the result of the Invitation For Bid.

Awarded Vendor: Vendor selected based on lowest and best response.

Bidding Coordinator: Quitman Consolidated School District, Attention: Elisa Mayo

CPI: Cost per Image

Digital Multifunctional Device: (MFD) Copier that can also print, scan and fax.

Evaluation Criteria: To ensure fairness to respondents, but protect the District, the Invitation For Bid evaluation and award will be based on scores. Each of the categories is assigned a weighted percentage with the sum of all categories equaling 100 percent.

Invitation For Bid: Invitation For Bids, also referred to herein as IFB.

Invitation For Bid Closing/Closing Date: The date and time specified in this Invitation For Bid by which the bid must be received. Bids received after such date and time shall not be considered valid.

May, Should: Indicates something that is requested but not mandatory. If the Vendor fails to provide requested information, the District may, at their sole option, either request that the Vendor provide the information or evaluate the Invitation For Bid without the information.

Respondent: Individual or company submitting a bid in response to this Invitation For Bid.

Shall, Must, Will: Indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the bid or result in rejection of a bid as non-responsive.

The District: Quitman Consolidated School District

Section II

Invitation For Bid Specifications

GENERAL SCOPE OF WORK

The District is soliciting bids from qualified vendors for the implementation and servicing of print devices and MFD's for all school locations, support services and other District offices and facilities. The District intends to select one (1) vendor which has submitted the lowest and best bid and which satisfies the Invitation For Bid's minimum requirements for new print devices including MFDs. This program will include service dispatching, as well as, a proactive service that provides web portal access to view the copier fleet, device status, supply levels, and device utilization.

The District intends to enter into an Agreement in substantially the form attached hereto with the designated winning bidder.

The District will be solely responsible for making all payments due under the District's Agreement with the vendor.

Respondents must submit a bid based on a cost per impression charge (CPI). The equipment to be installed under the Agreements is listed in Section VII. The equipment will be installed in the various schools and other buildings of the District as directed by the District.

Following are the firm specifications which the District requires:

Vendor Qualifications For Evaluation Process and Requested Services (Place in chronological order as in the Invitation For Bid for evaluation purposes.)

1) Company Information:

- (a) Provide a company overview, including dates of incorporation, number of employees, number of service technicians, and list of all related entities.
- (b) Are you a part of a larger company? If so, briefly describe the degree of corporate support.
- (c) How many customers do you currently service?
- (d) What is your company's mission or corporate philosophy statement? What is your company's focus (cost, quality, etc.)? How do you differentiate your company from your competitors?
- (e) Do you provide training requirements for all service technicians along with any required certifications?
- (f) Where are your warehouses and service locations? Corporate headquarters?
- (g) Describe your company's green initiative and how your products are energy saving and environmentally safe and friendly.

2) Insurance Requirements:

Bids will not be accepted unless they are accompanied by a current Certificate of Insurance. The following minimum insurance requirements must be met or the bid will be considered incomplete and therefore rejected:

- (a) Commercial General Liability – In an amount of \$1,000,000.00 per occurrence with \$2,000,000.00 aggregate;
- (b) Commercial Auto Liability – Combined Single Limit in an amount of \$1,000,000.00;
- (c) Worker’s Compensation Limits: Statutory-State of Mississippi. Policy must include a waiver of subrogation in favor of Quitman Consolidated School District;
- (d) Employers’ Liability: \$100,000.00 Each Accident; \$500,000.00 Disease Policy Limit; \$100,000.00 Disease Each Employee;
- (e) Awarded Vendor must name the Quitman Consolidated School District as additional insureds on the General Liability Policy and Automobile Policy; and
- (f) Proof of coverage must be placed on file with the District by the Awarded Vendor and kept current throughout the term of this Agreement.

3) Equipment Technical Specification:

All printer/MFD devices (or the overall package, as appropriate) must include the features and/or meet the requirements noted below:

- (a) New manufactured print and/or multifunctional devices, with no used, refurbished or replacement parts, and not used since manufactured. (No refurbished or remanufactured).
- (b) The most current models in production, with the most current software/firmware version, and not scheduled for retirement/obsolescence.
- (c) No reduction in the mandatory page per minute speeds for each unit listed in Section VII of the IFB will be allowed. The speeds and applications have been determined by the historical and anticipated use of each unit.
- (d) All devices must be network compatible and come standard with an internal NIC.
- (e) Operable as network printers capable of receiving print requests from any networked PC.
- (f) MFD’s must be operable as “walk-up” copiers even if temporarily disconnected from the network.
- (g) All Mono Printers and Desktop MFD’s must have laser technology.
- (h) All devices must be supplied with OEM consumables, and OEM parts ONLY. No compatible or “branded” toners, consumables, or parts of any kind, will be considered.
- (i) All proposed equipment should have print controller language (PCL or UFRii). PostScript versions of your print drivers must be available upon request for each device model.
- (j) All upgrades to software must be included in the original price, including costs to operating upgrades the school implements.

- (k) Color simplex and/or duplex scanning to standard image formats including PDF, TIFF and JPEG; transmission to email and network folders;
- (l) Color scanning as a standard on all MFD units, including desktop units;
- (m) Secure/PIN mailbox for delayed printing, minimum capacity of one hundred (100) inboxes per MFD;
- (n) Email phonebook, minimum capacity of two hundred (200) addresses per MFD device;
- (o) Cost center/accounting code capability, minimum four (4) digits, minimum capacity of fifty (50) codes per MFD device;
- (p) Standard user interface across all models (light production machines may vary);
- (q) Accommodate the standard paper sizes of letter, legal and ledger, unless otherwise stipulated and paper weights (20 lb. to 110 lb.), including minimum 30% post-consumer waste recycled content;
- (r) Multi-position stapling with the exception of the desktop units;
- (s) Offset stacking/collating with the exception of the desktop units;
- (t) Reduction/enlargement from 25% to 400%;
- (u) MFD's capable of 3 Hole Punch where requested.

4) Requirements for Delivery, Installation, Testing & Training:

- (a) Awarded Vendor will be responsible for the delivery, installation, configuration, monitoring software, and testing of all print devices, in coordination with the designated contact person and office of information technology ("IT") staff for the District. All of these items must be included as part of the Agreement pricing.
- (b) Awarded Vendor must specify all electrical requirements, including any necessity for special electrical receptacles, dedicated lines, etc. Awarded Vendor must provide an adequate surge protection device for each A3 MFD, as required, as part of the Agreement pricing.
- (c) Awarded Vendor must provide hard-copy manuals/use, and one "quick reference" card, sheet or booklet for each print device. An electronic version is suitable as well.
- (d) Awarded Vendor must identify, by name and qualifications, the person who will be responsible for overseeing the installation and configuration of the print devices in the schools.
- (e) The Awarded Vendor must provide a typical implementation plan as part of its bid. This implementation should address in detail the following:
 - Pre-installation planning as it pertains to equipment configuration(s) before arrival.
 - Number of vendor staff that will be applied to the installation including the responsibilities of each member.
 - Method of training and setup for end user, staff and administrative user codes
 - A list of all requirements/functions to be provided by the District's IT personnel, including but not limited to the resource commitment for IT to complete the project.
 - Provide the site survey components for print device installs, including but not limited to, network connection, power connection, IP address, etc.

- (f) Installed print devices will be deemed “accepted” by the District after 30 continuous days of operation without difficulty or failure. Describe your procedures for resolving or replacing any unacceptable equipment.
- (g) Who will provide training and ongoing support for the end users, staff, and administration?

Awarded Vendor must set a training schedule and provide training to the District staff on the aspects of print devices upon installation and as needed thereafter. Training will generally be provided in three categories:

- End-Users: Small group demonstrations to the District end-users on general copier functions and features.
- Key-Operators: In-depth training for a minimum of two “key-op users” for each of the District’ locations.
- IT Staff: Any and all specialized network connectivity, configuration and other information technology training as required for the Information Technology staff.

5) Account Management:

- (a) Awarded Vendor must provide equipment, service, supplies and remote monitoring to the District.
- (b) The Awarded Vendor must not subcontract or assign support, supplies, service, or any part of this Invitation For Bid or Agreement to any third party. The District will not accept any communication from any third party for the entirety of the Cost-per-Image Agreement for Copying and Printing Services.
- (c) A connection will be provided for the Awarded Vendor for the purpose of a print device remote monitoring/management system supplied by the Awarded Vendor, preferably web-based, that allows both the District and Awarded Vendor to monitor copier use and status; automated meter readings; programming of copier functions; service responses, uploading/editing of phone books, mailboxes and cost centers; standard and customizable reports of use/production; and related functions/services. (Use of a fleet management system for automated supply ordering and submission of service calls would be a plus.) Awarded Vendor must provide this monitoring software. Describe this software for your devices. What ports are necessary to provide device monitoring and management? Explain procedures, if different.
- (d) Describe the method by which supply items would be obtained, the proposed shipping method and lead time for receiving such products. The Awarded Vendor shall be responsible to deliver to the user location with automated shipping of needed supplies with next day delivery. Shipments must be identified with school name, room location, and unit ID number for which the supply is intended.
- (e) The key operators for each location may/will only be responsible for handling and installing toner cartridges. Describe the ongoing resource commitment for the District’s IT personnel.

- (f) Preventive maintenance will be regularly scheduled based on the recommended preventive maintenance cycle of each print device. Each software/firmware upgrade or part/component upgrade will be scheduled within 60 days of release of the upgrade.
- (g) Preventive maintenance will be scheduled between 8:00 a.m. and 4:00 p.m., Monday to Friday, unless otherwise agreed on a case-by-case basis.
- (h) Awarded Vendor will provide a per copy credit for all images made during the course of preventative maintenance and/or service.
- (i) Provide an ongoing project manager to maintain on-site visits with each school location on a quarterly basis (each 90 days for the life of the agreement) to ensure product satisfaction and all necessary training is being properly addressed. Provide their name(s) and contact information, qualifications, years of service with your firm, and the number of years worked in the industry. Please provide examples of how this will be accomplished.
- (j) Awarded Vendor must provide on-site quarterly account reviews. These reports will be provided showing volumes and service related issues for the District as a whole, by school locations, and by end user print and copy volumes. Please provide examples of how this will be accomplished. Details of the information your company will provide in these reviews is as follows:
 - Current page counts of all print devices by end users by location
 - Total number of service calls by device
 - Service call response times by device
 - Service completion times by device
 - Prints between device failures by device
 - Volume credits related to service and maintenance
 - Additions/removals of equipment if applicable
 - Any ongoing training events

6) Service/Monitoring Requirements:

Disclaimer: It is the expectation of the District that during normal business hours the Awarded Vendor will respond to service issues within four (4) hours including a one (1) hour phone response at all campus, support and administrative locations. It is expected that the fleet of devices be monitored remotely for service issues. This is to include but not be limited to all maintenance, repair, and relocation of devices on campus. The Awarded Vendor must have 2 or more trained factory certified technicians available, but not solely dedicated, to the District when required to meet these service response requirements.

Please acknowledge and/or respond to the following:

- (a) Does your company have a Network Operations Center (NOC)? Explain the depth and scope of your company's ability to perform remote monitoring of copiers and printers for the purpose of resupply and service issues.
- (b) Provide an organization chart that would represent the support that would be put into place to service and support the District, including the escalation process.

- (c) Remedial maintenance responses (service calls) will be scheduled between 8:00 a.m. and 4:00 p.m., Monday to Friday, unless otherwise agreed on a case-by-case basis.
- (d) Provide information concerning hours of operation that service and support are available for all District locations. Are you able to provide emergency after hour response? If so, what are those hours and how are they charged?
- (e) Provide one (1) phone number for requesting service and supplies (**as a backup for remote monitoring only**) available between 8:00 a.m. and 5:00 p.m. Monday to Friday, except for recognized school district holidays. Please explain how your call center is operated. Provide their name(s), and qualifications.
- (f) Failure to respond as required will cause the District to take a service credit and withhold that amount from invoices owed the Awarded Vendor. The service credit will be \$50.00 per hour for each hour after the 4th hour in each instance.
- (g) Awarded Vendor will provide a per-copy credit for all images made during the course of remedial maintenance.
- (h) The maximum "repair time" allowed for a copier to be brought back to satisfactory working order will be forty-eight (48) hours from the initial service call, excluding weekends and school district holidays.
- (i) If, during a repair call, it is determined that a copier cannot be repaired in place within forty-eight (48) hours, it is mandatory that the Awarded Vendor notify the District. In any event that this is the case, the Awarded Vendor will provide a comparable loaner print device, at no cost other than the Agreement maintenance cost- per-image rate already in effect. In any instance that a device is replaced by a loaner unit, an ending volume for the unit being removed must be documented, as well as, the initial volume of the loaner device. In each and every instance, without exception, that a device is replaced by a loaner unit, the volume of the loaner unit at the time of installation must be documented as well as an ending volume for the unit when being removed.
- (j) Each print device will be expected to perform the intended functions, to operate satisfactorily and to produce acceptable copy/print quality for a minimum of 95% uptime defined as the available work hours over the life of the 48 month Agreement. Quarterly reporting for sixteen three-month periods will be utilized for this purpose for the life of the Agreement. Time dedicated to preventive maintenance or scheduled software upgrades shall not be included in the uptime analysis. Failure to meet the 95% uptime standard as required will result in credit(s) issued to the District for the amount of \$50.00 per hour for each hour below the 95% uptime requirement.
- (k) What is the procedure for resolving a machine with frequent problems? Any print device(s) that does not meet the 95% measurement for any of the three-month periods must be replaced with a like print device, at no additional charges to the District.

7) Pricing:

- (a) It is the intent of the District to capture a 12-month cycle of a school year regardless of what month the Agreement begins. This is to ensure that the "peaks and valleys" of that 12 month cycle are captured. Annual mono and color cost-per-image minimums will be committed to the selected Awarded Vendor then divided into 12 monthly installments for

each school year cycle. Mono and color overages will be applicable in any year only if either of the mono and/or color cost-per-image minimums, as applicable, for that school year cycle has been exceeded.

The District is committing to a forty-eight (48) month cost-per-image (CPI) Agreement. Bid responses must include two cost-per-image pricing units, one for a mono cost-per-image, and one for a color cost-per-image. Pricing structure for both the mono and color cost-per-image (CPI) shall include, but not be limited to, service, hardware, parts, software(s) and supplies required to support all the print devices proposed. These two cost-per-image unit totals will be structured on a minimum annual basis for the duration of the 48 month cost-per-image Agreement. The unit totals for both mono and color will be broken down in 12 monthly installments for each of the annual minimums. If, and only if, the annual total of either the mono and/or color cost-per-image unit totals are exceeded during an annual period will any overages apply. Overages, if applicable, will be reconciled on an annual basis at the end of the 12th month of each annual period for the life of the 48 month Agreement. For each twelve (12) month reconciliation, the Awarded Vendor is responsible for the page count collection for all devices. Under no circumstance will volume estimations for billing purposes be allowed for the entirety of this cost-per-image Agreement. The District acknowledges that paper and staples are not included in this Agreement.

- (b) Any source(s) that potential vendors utilize financially to fund this Agreement must be completely transparent to the District. The District will have no communication or accept any communication from any third party during the entirety of the CPI Agreement.
- (c) Awarded Vendor will be responsible for shipping or delivery of needed supplies for all locations.
- (d) As noted under "Service Requirements":
 - Failure to respond to service requests as required will cause the District to take a service credit and withhold that amount from invoices owed the Awarded Vendor. The service credit will be \$50.00 per hour for each hour after the 4th hour.
 - Awarded Vendor will provide a per-copy credit for all images made during the course of preventive and/or remedial maintenance.
 - Failure to meet the 95% equipment uptime standard as required will result in credit(s) issued to the District for the amount of \$50.00 per hour for each hour below the 95% uptime requirement.
- (e) The District may need to increase the quantity of print devices over the course of the CPI Agreement. Any additional print devices added to the Agreement will be co-terminus and shall not increase the cost-per-image pricing. An increase to the monthly minimum will be negotiated with the Awarded Vendor then adjusted accordingly. Over the term of the Agreement, the District shall reserve the right to add to the initially installed population of devices.

Additional Requirements:

In addition to the foregoing, and/or by way of reiteration, respondents to the Invitation For Bid must provide the following:

1) Qualifications

- (a) Describe the experience of the vendor in working with school districts and names of individuals with whom you have worked closely. (These individuals may also serve as references).
- (b) Demonstrate understanding of the responsibilities of handling products and services such as the District requires.

2) References (On sheet provided)

List the name, address, telephone number and email address of five (5) references that the District may contact to discuss your company, preferably organizations of like scope and size to this project.

Network Connectivity Requirements:

- (a) Connectivity to Windows 10, Windows 11, Mac OS, Chrome OS, Microsoft Azure and Windows Server/Active Directory
- (b) Protocols supported: TCP/IP / Bonjour
- (c) 10/100/1000MB Ethernet Connection
- (d) Scan supported: JPG, PDF, and TIFF
- (e) SMTP (Simple Mail Transfer Protocol) supported
- (f) SMB (Server Message Block) supported

Security Requirements:

- (a) Awarded Vendor will work in coordination with the District to ensure the confidentiality and security of documents and information that pass through the copiers.
- (b) At the end of the Agreement term, the District is to receive a guarantee of removal of all the District's documents and information from the hard drives of all copiers. (The cost of this service must be included in the bid pricing.)

Section III

Invitation For Bid Instructions

Vendors are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Vendors must submit a complete response to this Invitation For Bid in the format detailed by the specifications. Bids must be dated, signed by an official authorized to bind the Vendor to the terms of the bid and submitted to the District in accordance with the instructions, terms and conditions of this Invitation For Bid. All bids must be submitted in accordance with Section §31-7-13, Mississippi Code (1972). All bids must be typed or written in ink. Any alterations or changes that are made must be initialed. By submitting a bid, the vendor is agreeing that it has no reason for protest and that it has not made any unauthorized amendments to the requirements of this IFB.

All items on this Invitation For Bid are to be per specifications or approved by the District.

The District reserves the right to:

- (a) Accept or reject any or all bids, or any part thereof, or to withhold the award and to waive, or decline to waive irregularities in any bid when determined that it is in its best interest to do so;
- (b) Award the Agreement, if awarded, within sixty (60) days from the date of the bid opening date. Bid by vendor shall remain firm for this 60-day period;
- (c) Waive any informalities or technicalities contained in any bid received;
- (d) Waive any minor defects in the bid;
- (e) Make an award based upon various selection criteria;
- (f) Request clarification from any Vendor on any or all aspects of its bid;
- (g) Retain all proposals submitted in response to this Invitation For Bid;
- (h) Award an Agreement with Vendor or Vendors deemed to have submitted the best and most advantageous bid(s), price, technology, and other relevant factors considered. Price alone shall not be the sole determining factor in the selection process.

No telephone, electronic or facsimile bids will be considered. Bids received after the time for closing will be returned to the respondent unopened.

Respondents may withdraw bids at any time prior to the time and date set for opening.

Response Format:

Responses must address all aspects of the Invitation For Bid and should follow proper chronological order as presented in the Invitation For Bid. All submittals should note Invitation For Bid Section numbers. One (1) original and three (3) copies of your response to the Invitation For Bid are required. The original bid must be clearly labeled "ORIGINAL." Should a discrepancy arise between various copies of the Invitation For Bid, information contained in the

“ORIGINAL” shall prevail over conflicting information. All information requested in this Invitation For Bid must be submitted in a manner consistent with Section V: Schedule of Required Submittals and Signature Sheet.

Bids may be submitted in an organized fashion on 8 ½” x 11”, letter sized paper. Submittals must be in chronological order as in the Invitation For Bid. Each bid should be prepared simply and economically, providing a straightforward concise description of the approach and ability to meet the District’s requirements.

This Invitation For Bid states the instructions for submitting bids, the procedures and criteria by which the District proposes to govern the relationship between it and the selected Vendor. Only information contained in this Invitation For Bid, or supplemental written information supplied by the District, will be considered in preparing bids. No verbal interpretations, changes or modifications will be considered. All assumptions made by the respondent must be clearly stated in the bid and qualifiers must be placed in context.

The Vendor understands and agrees that it has the duty to explain and clarify any and all conditions imposed on, or included in, its response to this Invitation For Bid. Vendor further understands and agrees that it has an affirmative duty to inquire about, and clarify, any Invitation For Bid statement that the respondent does not fully understand or that respondent reasonably believes may be susceptible to more than one interpretation.

Any respondent who does not follow the above prescribed methods of contact through the appropriate contact person, may be disqualified and its bid rejected, regardless of its value to the District.

Pre-Bid Conference and Invitation For Bid Clarifications/Questions:

There will be no pre-bid conference. If you intend to submit a response for this IFB you must submit an email to Elisa Mayo stating you intend to respond in order to be included in responses to all vendor questions. List **ONE** email contact only for your company. Any and all IFB questions must be submitted via the email listed below; the subject line must contain **Invitation for Bid “Cost-Per-Image Agreement for Copying and Printing Services – Questions”**. **The deadline for bid questions is April 11, 2022 @ 3:30 PM CST. No questions after that date and time will be accepted.**

Questions or concerns regarding this Invitation For Bid shall be submitted in email format ONLY and directed to:

Elisa Mayo
emayo@qsdk12.org

All questions received will be posted with responses from The District on the Quitman Consolidated School District Website. The District will respond to emailed question(s) with the single word reply of “received”. If the Vendor does not get confirmation that the question(s) were

received, it will be the responsibility of the Vendor to contact Elisa Mayo by phone to make sure the email has been successfully transmitted. Bid results will not be given out until such time as an award is made. Results will be emailed to all participating respondents.

Award Timelines:

The District intends to award the Agreement as soon as possible following the evaluation of all responses. Part of the evaluation process may include visits to vendor sites for demonstration of any or all proposed units. Upon award, a purchase order will be submitted to the Awarded Vendor and performance should begin as soon after that time is operationally feasible. An implementation plan for the installation of this is to be coordinated with the District as quickly as possible following the award. The Agreement will initiate on the first day of the month following the completion of the installation and presentation of the purchase order, unless otherwise agreed upon by the District and the Awarded Vendor.

No Bid Requirement

If the Vendor is unable to provide a bid, it should date and sign the Bid Cover Sheet, indicate “NO BID”, provide a brief explanation and return the Bid Cover Sheet before Bid Closing/Open Date. By responding to this bid you are waiving any right to protest.

Pricing:

Firm prices for the full term of the Agreement are required by the District. All items listed under Section II, number 7, on page 15, titled “Pricing” must be included.

Evaluation:

To ensure fairness to bid applicants, but protect the District’s investment, the bid evaluation will be based on scores. Although “Cost” is not the only factor in this bid, it is the primary factor. The District will use the following items to evaluate the lowest and best applicant as well as the lowest and best solution:

<u>Factor</u>	<u>Weight</u>
Cost of eligible proposed products	30%
Prior experience with the District	15%
Quality of vendor’s services/products	10%
Reputation of vendor’s ability and stability to perform	10%
Remote monitoring/supply and service program	10%
Installation and implementation plan	15%
Preference to Mississippi based companies	10%
Total	100%

Each of these categories is assigned a percentage weight with the sum of all categories equaling 100%. All information provided by the applicants and other information available to the District staff will be used to evaluate the submitted bids. Copies of the evaluation weights scale will be available after the award to any applicant upon request. The judgment of the value and merit of the proposals shall be made solely at the discretion of the District.

Tax Exempt:

The District is exempt from Federal, State, and Property tax and no other taxes will be charged or passed on to the District from the Awardee. An exemption letter will be furnished upon request.

Compliance:

Vendor warrants that both in submission of its bid and performance of any resultant purchase order or Agreement, Vendor will comply with all applicable federal, state and local laws, regulations, rules, or ordinances.

Section IV

Terms and Conditions

Please note: The Awarded Vendor must be in compliance with the following terms and conditions:

Insurance:

Vendor shall carry, pay for, and keep in force, with a company or companies licensed to do business in Mississippi, comprehensive general liability, comprehensive automobile liability, and workmen's compensation in minimum amounts of insurance as listed in Section II. Insurance company of vendor shall provide new certificates or insurance to the District within thirty (30) days of any policy being changed or canceled.

Liability:

Vendor shall hold the District, its trustees, employees, agents and representatives harmless from all claims, liabilities, costs, damages, fees and expenses of any kinds whatsoever, including attorney's fees, arising out of or resulting from Vendor's performance of the Agreement.

Agreement:

An Agreement shall be executed by the Vendor with the District to contract on the terms and conditions specified in the IFB. The District will be solely responsible for making all payments due under the District's Agreement with the vendor.

Respondents must submit a bid based on a cost per impression charge (CPI). The equipment to be installed under the Agreements is listed in Section VII. The equipment will be installed in the various schools and other buildings of the District as directed by the District.

The Awarded Vendor's signed bid shall be affixed to the executed Agreement, and shall be considered an integral part thereof. A sample Agreement integrating the requirements specified herein as part of the Invitation For Bid shall be executed by the Vendor as an offer to the District to contract on the terms specified therein. Submitting a bid acknowledges the Vendor is agreeing that it has no reason for protest and it has not made any unauthorized amendments to the requirements of this IFB.

Delivery and Installation:

New devices shall be delivered throughout the District. A list of each location with quantities needed and district maps of each location will be provided to the Awarded Vendor. Quantities are listed in Section VII of the IFB. It is understood the successful bidder agrees to transport the new devices on the same day as installation. It is required that the Awarded Vendor layout a schedule for delivery and installation for all locations to meet the installation deadline. All packaging and trash must be removed from each location at completion of installation.

Agreement Term:

The Agreement term will commence on the first day of the month following the completion of the installation. The cost-per-image Agreement will continue for a period of four (4) years. Pricing must remain firm for the length of this Agreement.

Billing Information:

All items/services pertaining to QUITMAN CONSOLIDATED SCHOOL DISTRICT are to be billed to Quitman Consolidated School District, Attn: Accounts Payable, 104 East Franklin Avenue, Quitman, MS 39355. All billing will be in accordance with MS Code §31-7-305. Monthly installment payments will be made to the vendor within 45 days from the date the invoice is received at the District office, provided all is satisfactory based on the bid requirements.

The invoice shall show the detailed summary billing by unit location and shall only reflect the agreed monthly installment billings for the first 11 months of each school year. CPI overages, if applicable, will be reconciled at the end of the 12th month for each year of the Agreement.

Compliance with Laws:

The Vendor and the District shall comply with all applicable federal, state, county and local laws, ordinances, rules and regulations in the performance of their obligations under an Agreement, including the procurement of permits and certificates where required, and including, but not limited to, laws related to sanitation worker's compensation, occupational safety and health and the environment.

E-verifyCompliance:

Vendor/Seller represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act (Senate Bill 2988 from the 2008 Regular Legislative Session) and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-verify Program. Vendor/Sellers agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State Vendor/Seller further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Vendor/Seller understands and agrees that any breach of these warranties may subject Vendor to the following: (a) Vendor/Seller would also be liable for any additional costs incurred by the State or any District due to Agreement cancellation or loss of license or permit termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Vendor/Seller by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both in the event of such termination/cancellation.

Signing acceptance of the BID INSTRUCTIONS acknowledges that the company is complying with the Mississippi Employment Protection Act E-Verify Program.

Budgetary Constraints:

The District reserves the right to reduce or increase the quantity, retract any item from the bid, or upon notification, terminate the entire Agreement without any obligations or penalty based upon availability of funds.

Cancellation/Termination:

Should the performance by the Awarded Vendor become unsatisfactory or inadequate as to the best interest of the District, the District may terminate the resulting Agreement between the Vendor and that District. Notice of termination shall be made thirty (30) days in advance with the reasons of termination outlined in said notice.

Records and Audit:

The Vendor that is awarded an Agreement with the District shall maintain reasonably complete and accurate records of the operations associated with this Agreement and all fees and expenses charged to the District, or paid on behalf of the District, with respect to goods and/or services secured by this Agreement. The Vendor will retain such records for the period of the Agreement plus three years from the ending date or termination of the Agreement and shall make all such records available to the District during normal business hours upon reasonable advance written notice.

Section V

Schedule of Required Submittals and Signature Sheet

The following Submittals must be included in the bid package; Responses must address all aspects of the Invitation For Bid, as listed below, but not limited to this list. Submittals should follow proper chronological order as presented in the Invitation For Bid. **Failure to do so may invalidate the bid response.**

- (a) Bid Cover Sheet
- (b) Vendor Pricing Sheet
- (c) Vendor Qualification/Evaluation Documents (Title each as in the Invitation For Bid, i.e. Section Numbers/Questions Numbers, and place in chronological order as in the Invitation For Bid)
- (d) References
- (e) A sample Agreement integrating the requirements specified herein as part of the Invitation For Bid; it shall be executed by the Vendor as an offer to the District to contract on the terms specified therein, as stated in Section IV
- (f) A current Certificate of Insurance, as stated in Section IV

I affirm that the above listed documents are completed and present in the submission for Invitation For Bid "Cost-Per-Image Agreement for Copying and Printing Services" and provided in sequential order as identified above. There is one original of each submittal with the requested number of copies in the same sequential order.

The District reserves the right to request, at its sole discretion, from some or all of the respondents, any further information or documentation that it deems necessary for the issuance of an agreement.

I/We propose to furnish and deliver, more or less, the items listed in the Invitation For Bid according to your specifications and quantities at the indicated prices. I/We further agree not to request permission to withdraw our bid after the bids have been publicly opened.

I/We, the undersigned, do hereby understand and accept the instructions under which this bid is being submitted.

Company

Signature

Address

Name (Typed or Clearly Printed)

Title

Telephone

Email

Date

Company Federal Tax ID Number

Section VI

References

Please identify five (5) current users (similar scope, education, or commercial accounts) of your services that we may contact:

Section VII

NEW EQUIPMENT REQUEST

Device Type	Quantity	Monthly Volume Average*	Description/Minimum Specifications
Mono Printer	21	2209	45 or more ppm; Gigabit Internal NIC; Minimum 512 MB RAM Memory; 500 Minimum Total Sheet Paper Capacity; Duplex
Color MFD	5	974	35 or more ppm; Gigabit Internal NIC; 1GB Minimum RAM; Minimum 100 Sheet Capacity RADF or Dual Scan ADF; 2G Minimum RAM Memory; Duplex; Copy, Print; Minimum 500 Sheet Paper Capacity. Must support statement, letter & legal paper sizes for both input and output.
Mono Copier	16	57582	80 or more ppm; Gigabit Internal NIC; LCD Graphic Display; 2GB Minimum RAM; Minimum 100 Sheet Capacity RADF or Dual Scan ADF; Duplex, Copy; Print; 2,500 Minimum Total Sheet Paper Capacity; Minimum 160GB HDD; Minimum 2,000 Sheet/ Booklet Making / Saddle-Stitch/ Multi-Position Stapling Finisher; 3-hole Punch Unit; Must support statement, letter, legal & ledger paper sizes for both input and output.
Color Copier	11	12593	50 or more ppm; Gigabit Internal NIC; LCD Graphic Display; 2GB Minimum RAM; Minimum 100 Sheet RADF or Dual Scan ADF; Duplex, Copy, Print, Color Scan; 1,000 Minimum Total Sheet Paper Capacity; Minimum 160GB HDD; Minimum 2,000 Sheet/ Booklet Making / Saddle-Stitch/ Multi-Position Stapling Finisher; 3-hole Punch Unit; Must support statement, letter, legal & ledger paper sizes for both input and output.

* These listed volume averages are a historical record ONLY. The requested hardware placements and strategy by the District, as laid out in this IFB, is somewhat different than what the District was doing prior to this IFB. The District makes no guarantees, firm projections, or commitments as to actual volume averages moving forward and will not be held accountable, in any fashion, for any differing volumes per device type during the terms of this Agreement with the exception of the overall volume commitment on an annual basis.

Note: The District will provide patch cables for all new equipment placements.

Section VIII

VENDOR PRICING FORM

Based on the list of devices requested in Section VII, please submit cost-per-image prices for each of the following monthly minimum options:

	CPI Rate for Monthly Minimum Volume	CPI Overage Rate
Proposed Cost-Per-Image Based on the Monthly Minimum Volume of 500,000 monochrome pages		
Proposed Cost-Per-Image Based on the Monthly Minimum Volume of 50,000 color pages.		

Company

Authorized Signature

Telephone

Email

Date